

## LPC Profile Management - Login Step 1

Web site URL <http://www.lpc.ms.gov/>

Click the Login button at the bottom of the menu to go to the login screen.

**MISSISSIPPI**  
State Board of Examiners for Licensed Professional Counselors

[Home](#) [Site Map](#) [Contact Us](#)

Today is: Monday, May 01, 2017

**Welcome to Mississippi Board of Examiners for Licensed Professional Counselors**

Welcome to the website of the Mississippi Board of Examiners for Licensed Professional Counselors. We hope that this site supplies you with all the information you need to become licensed or continue your licensure in the State of Mississippi.

The Mississippi Board of Examiners for Licensed Professional Counselors purpose is to provide for the regulation and practice of counseling as well as the use of the title "Licensed Professional Counselor" to ensure the protection of the "public health, safety and welfare" of the citizens of the State of Mississippi.

**LPC Online Renewal Available May 1**

Licensees with the Mississippi Board of Examiners for Licensed Professional Counselors are required to renew their licenses biennially in order to maintain the right to practice. Renewals can be performed online and payment can be made by credit card, electronic check, or mailing a check or money order to the Board.

**Quick Links**  
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**Login**

## LPC Profile Management - Login Step 2

(1) Enter your email address and password. **The email must be the email on file with the board.** If you don't remember what email address that is, you can look it up on the (3) Licensee Search Page.

(2) If you don't remember your password or this is your first time to login, click the I don't remember my password or have never logged in before link.

You will then enter your email address and your password will be emailed to you.

**If this is your first time to login, you will be required to change your temporary password when you begin the login process.**

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Today is: Monday, May 01, 2017

**Licensee Login** 3

If you are a Licensed Professional Counselor you can login and make updates to your information. You can also renew your license if all your requirements are current. [Login and Profile Instructions](#)

Renewals are open. [Click Here for online renewal instructions](#) 1 2

Email :

Password :

? I don't remember my password or have never logged in before.

If you have forgotten your password or this is your first time to login, click the I don't remember my password link.

You will then enter your email address and your password will be emailed to you.

If this is your first time to login, you will be required to change your temporary password when you begin the login process.

By entering data into this web site your are agreeing to abide by the operating rules of the Mississippi State Board of Examiners for Licensed Professional Counselors and certifying that all information is accurate and correct to the best of your knowledge and belief.

## Renewal Process - Step 1

If you are eligible to renew online you see the items that you need to complete.

You should complete the 3 steps below before beginning the renewal process

1. Upload picture (See upload Instructions)
2. Review and update your contact information on the General Registration tab (See Renewal Process - Step 2 screen shot below)
3. Enter CE hours (Click the Education Tab - See Renewal Process - Step 3 screen shot below)

State Board of Examiners for Licensed Professional Counselors

Today is: Monday, May 01, 2017

**NOTICE!**  
Your picture should be passport size about 200px wide and a maximum of 500KB. If it is larger then this you will receive an error and NOT be able to save your information!

[Photo Tool](#)

No file selected.

License No.: 9876

Last Name: aaJones-test

First Name: **3** isa

Middle or MI: Jones

Title: Mr.

Suffix: LPC-S

SSN: XXX-XX-5100

DOB: 1964-06-01

(4) You have either not reported your CE hours or you do not have enough CE hours to renew online. All courses must be taken before the Jun 30 deadline! You may report your CE hours in the Education Tab below by clicking on [View/Update Current CE Hours..](#)

If you have question, please contact the LPC Board to discuss. Phone: (601) 359-1010

You must have a current picture on your profile before you can renew online. You may upload the picture on the left or mail your picture to the board to be added. [Photo Upload Instructions](#)

## Renewal Process - Step 2

About the middle of the screen is a row of tabs that contain groups of information. When you click on one of these tabs you will see your information for that area.

The tabs Complaints and Payments are informational only.

**The App Info tab is for new applicants.**

The Online Payments tab allows you to pay certain fees online.

[General Registration](#) [Education](#) [App Info](#) [Complaints](#) [Payments](#) [Print Forms](#) [Online Payments](#)

**General Registration**

## Renewal Process - Step 3

On the Education tab, your education information entered through the online application process is displayed. You cannot update this information on this page. For Licensees prior to implementation of the online system, this information will not be included. For Licensees that applied online, contact the LPC Board if changes need to be made.

An important function on this tab is the reporting of your CEH. You may report your hours as you take activities or wait and report all hours at renewal time. To report hours, simply click the View/Update Current CE Hrs button (1). This will show **only** your CEH activities that apply to the current renewal period. To see a history of activities taken for previous renewals, click the CEH History button (2).

Just above the View/Update button you can see the hours required to renew and a summary of what you have reported (3).

General Registration **Education** App Info Complaints Payments Print Forms Online Payments

### Education

3 Education Information

CE Hours Required: 24 Taken: 24 hrs (6 hrs. Ehtics/Legal, 12 hrs. Regular, 6 hrs. Supervisory)

1 View/Update Current CE Hrs CEH History 2

NATIONAL COUNSELOR EXAMINATION (NCE) TAKEN: ☐ Yes ☐ No If Yes, Date Taken:   
Indicate Pass/Fail: ☐ Pass ☐ Fail If Pass, Score: (your score / minimum score)

NATIONAL CLINICAL MENTAL HEALTH COUNSELOR EXAM (NCMHCE) TAKEN: ☐ Yes ☐ No   
If Yes, Date Taken: Indicate Pass/Fail: ☐ Pass ☐ Fail If Pass, Score:

Have you requested passing scores be forwarded to the Board: ☐ Yes ☐ No

## Renewal Process - Step 4a

The activities that you have reported will display in the middle of the screen. At the bottom of the screen, you may enter new activities. Enter the information for the activity and click the ADD button (1). The activity will appear in the top list. If you make a mistake in entering an activity, click the word Remove (2) to the right of the entry and then reenter the activity. When you have finished entering activities, click the Return to Profile button (3). You may also upload (4) a copy of your certificate. The file for the certificate may be either a pdf, jpg, gif, or jpeg. The file size must be less than 1 Mb. (For pdf files, please use the Reduce File Size menu option.)

**MISSISSIPPI BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS**  
**Continuing Education Hours (CEH) Reporting Form**

**Notice:**

**CEH are checked by random audit. You will be required to provide your course certificates to the Licensed Professional Counselors Board if you are selected by this audit.**

**Enter Your CEH for current renewal date: 2017-06-30**

[Return to Profile](#)

Activities taken between 7/1/2015 and 6/29/2017

Date	Title of CE Activity	Name of Sponsor(s)	Contact Hours	Credit Type	Provider Status & #	
2016-02-18	Families in Conflict	AB training	12	Regular	NDA 6985	<a href="#">Remove</a>
Multi-Date: Activity: College or University Courses <a href="#">View Certificate</a>						

Total Hours 12  
 Ethics/Legal Hours 0  
 Supervision Hours 0

Activity Hours summary  
 College or University Courses 12 hrs.

By using this online form to enter my CE information I, Lisa aaJones-test certify that this information is correct and meets acceptable requirements of the Rules and Regulations of the Board.

Enter additional Courses

Date	Title of CE Activity	Name of Sponsor(s) ?	Contact Hours ?	Credit Type ?	Provider Status & # ?	
2016-02-18				<input type="radio"/> Regular <input type="radio"/> Ethics/Legal <input type="radio"/> Supervision	Status: <input type="text"/> #: <input type="text"/>	<a href="#">ADD</a>

Was this course more than one day? ☐ Yes

Select Activity Type:  ?

Upload Cert. [Browse...](#) No file selected. **Maxium file size is 1 Mb.**

Certificate will only be retained for 2 years per MS Department of Archives Record Retention Schedule #5844

## Renewal Process - Step 4b - selecting a date

To select a date in the calendar

1. Select the correct year from the year dropdown.
2. Select the correct month from the month dropdown.
3. Then click the day in the calendar for the month that is shown.

If you only need to go back a few months you can click the arrow to the left in the grey bar then click the day in the calendar of the month that is shown.

By using this online form to enter my CE information I, the Rules and Regulations of the Board.

Enter Additional Courses

Date	Title of CE Activity	Name
2017-06-14		

2017-06-14

Jun 2017

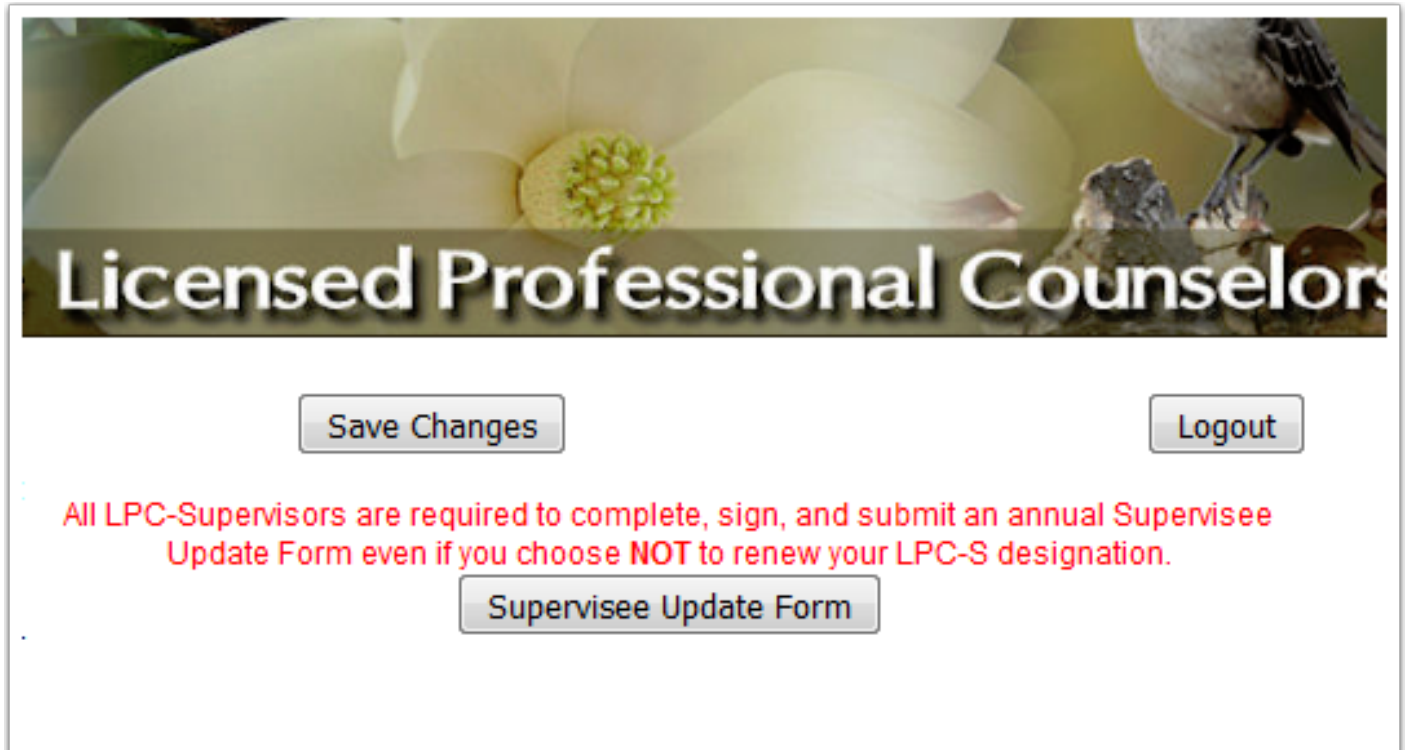
Su Mo Tu We Th Fr Sa

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Mississippi State Board of

## Renewal Process - Step 5

Once you have your CEHs reported, if you are an LPC-S and have not completed your annual Supervisee Update Form you will see the button as shown below. If you do not have any supervisees you will skip this and the next thing you will see is Step 7 and the Renew License button.

A screenshot of a web interface for Licensed Professional Counselors (LPC-S). At the top, there is a banner image featuring a close-up of a white flower with a yellow center and a small bird perched on a branch. Below the banner, the text "Licensed Professional Counselors" is displayed in a large, bold, white font. Underneath this, there are two buttons: "Save Changes" on the left and "Logout" on the right. Below these buttons, a red text message states: "All LPC-Supervisors are required to complete, sign, and submit an annual Supervisee Update Form even if you choose NOT to renew your LPC-S designation." At the bottom of this section, there is a button labeled "Supervisee Update Form".

Save Changes Logout

All LPC-Supervisors are required to complete, sign, and submit an annual Supervisee Update Form even if you choose NOT to renew your LPC-S designation.

Supervisee Update Form

## Renewal Process - Step 6

When you click the Supervisee Update Form button, you will be taken to the form below. Complete the form one supervisee at a time. Enter the information for the supervisee and click update. Then move on to the next supervisee. In the Instructions paragraph are examples of status statements. Please include as many details as possible.

Once you have completed the input for each supervisee then you must click the Attestation check box to submit the form.

**Note:** if you do NOT want to renew your BQS license you may click the DO NOT renew check box. This will remove your renewal fee from the shopping cart.

[Return to Profile](#)

## SUPERVISEE UPDATE FORM

LPC-Supervisor (LPC-S) renewal coincides with LPC renewal.



**All LPC-Supervisors are required to complete, sign, and submit this form even if you choose not to renew your LPC-S designation.**

To renew your supervisor designation, you must renew your LPC license, pay the **additional \$50 fee**, and **submit proof of completion of two (2) CEH specific to clinical supervision.**

If you were approved by the Board as an LPC-S in 2016 and your license renewal date is 6/30/2016, you are **NOT** required to renew this designation until 2018; however, you are still required to complete and submit this form.

**INSTRUCTIONS:** Provide the names of all supervisees you currently supervise as well as all supervisees you may have met with in the past two years (since the last renewal) whether or not that service has been completed, the last supervision meeting date upon which you met with the supervisee, and a brief status update on your supervisee's progress (including any issues or concerns). **Status would be something like:** *Andy continues to meet with me on a weekly basis, and he anticipates completing his required supervised experience hours by the end of September.* **OR** *April 6, 2016, was the last meeting I had with Lisa. Lisa and I decided to terminate our supervisory relationship because Lisa accepted a position with another agency.* Please submit additional pages if necessary. The online renewal process would allow you to review the list of your supervisees in your profile to determine if it is accurate and complete or if it needs to be updated.

Enter the date and status for one supervisee at a time and then click update.

Supervisee Name	Date of Last Meeting	Status Update	
Henry Atest	2016-05-02 	Andy continues to meet with me on a weekly basis, and he anticipates completing his required supervised experience hours by the end of September.	<input type="button" value="Update"/>
Bill Jones-test	2016-04-06 	April 6, 2016, was the last meeting I had with Lisa. Lisa and I decided to terminate our supervisory relationship because Lisa accepted a position with another agency.	<input type="button" value="Update"/>

- If you **DO NOT** want to renew your supervisor designation, please check this box: ☐

### Attestation Statement:

☐ By checking this box, I attest the information provided herein is accurate. I understand completion of the Supervisee Update Form is required and that I may not supervise anyone without a Supervisory Agreement and Contract on file with the Board office. Furthermore, I understand that I must renew my supervisor designation in order to supervise.

(Your inputs will be save but the form will not be submitted.)

## Renewal Process - Step 7

Once you have entered and met the CE Hours requirements and uploaded your picture the Renew License button will appear.



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Today is: Friday, August 08, 2014



License No.: 5859  
Last Name: Test  
First Name: Jim  
Middle or MI: Henry  
Title: Dr.  
Suffix: Sr  
SSN: 968-53-5741  
DOB: 1992-07-01  
Designation:



Name(s) as shown on transcripts and/or exam records  
if different from what's to the left:

  
  
Password:

No file chosen

General Registration

Education

Notes And App Info

Complaints

Payments

Print Forms

Online Payments

**General Registration**

## Renewal Process - Step 8a

When you click the Renew License button you will be taken to the Renewal Form.

1. You must check Yes or No to question #1. If you check Yes then you are required to enter your new name. Refer to Rules and Regulations if you have legally changed name.
2. You must check Yes or No to question #6

## 2016 LPC RENEWAL APPLICATION

Renewal Fee: \$200.00

1. Name:

First

Middle

Last

Has your name changed since last application/renewal? ☐ No ☐ Yes

If yes (Please upload or mail legal documentation and mail in your original wall certificate. Rule 6.3.(C))

Browse...

No file selected.

Name for your updated license: (If you would like a new wall certificate, please select \$30 with online license renewal.)

First

Middle

Last

Verify the prepopulated information below.

If any of it is not current, return to your profile, update the information and restart the renewal process.

2. Home Address:

3. Work Name & Address:

4. Address to mail all correspondence: business

5. Address to post on Board website: home

6. Release published address and email to State and National counseling related organizations? (e.g. ACA, AMHCA, NBCC, MCA, and MLPCA): ☐ Yes ☒ No

7. Home Telephone:

Work Telephone:

Cell Phone:

8. Email:

List email address on the Board website? Yes

9. LPC License Number:

10. Issue Date:

11. Board Approved LPC-S? No (If yes, complete the Supervisee Update Form and \$50 payment to renew LPC-S designation.)

## Renewal Process - Step 8b

You must check Yes or No on Questions #12 - #23. If you check Yes you will need to provide an explanation for the Yes.

You must then check the Statement of Understanding check box and click the Save and Continue button.

- ☐ Yes ☐ No 21. Have you EVER been found guilty after trial, or pleaded guilty, no contest, or nolo contendere to a crime (felony or misdemeanor) in any court, excluding minor traffic violations? Driving under the influence or driving while impaired is not a minor traffic offense for purposes of this question.

If Yes explain:

- ☐ Yes ☐ No 22. Have you ever been convicted of any criminal offense?

If Yes explain:

- ☐ Yes ☐ No 23. Have you ever been diagnosed as having or have you ever been treated for pedophilia, exhibitionism, or voyeurism?

If Yes explain:

Pursuant to Miss. Code § 73-30-908, the Board may require applicants for license renewal to apply to the Department of Public Safety (DPS) for a state and national background check which will include consulting sex offender registries. If LPC issue date is prior to June 30, 2010, you are required to complete a background check through DPS. If all renewal documents are received prior to June 30, 2016, and found to be satisfactory, the Board will renew LPC contingent upon the receipt of clear background check prior to September 1, 2016.

**Statement of Understanding:**

☐ By checking this box I, do hereby apply for licensure renewal by the Licensed Professional Counselors Board of Examiners. I understand that renewal is contingent upon satisfactory completion of all requirements. I affirm under penalty of perjury that all statements made and information contained in this Renewal Application are true and correct to the best of my knowledge and belief. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the suspension or revocation of the license to practice as a LPC in the State of Mississippi and forfeiture of the renewal fee(s). I certify that I have completed a minimum of 24 Continuing Education Hours including 6 hours in professional ethics or legal issues in the delivery of counseling services as defined in Mississippi Administrative Code §73-30-29.

Save and Continue

## Renewal Process - Step 9

Background checks must be done every 6 years. If you are required to complete a background check during the current renewal period, you will be prompted to answer additional questions to request processing card and remit Background Check Processing Fee of \$50 through the payment window. The Board will mail you detailed instructions along with a customized card for you to submit to Mississippi Criminal Information Center. (MCIC) This fee is paid at the same time the renewal fee is remitted. Fingerprint cards cannot be requested outside of completion of renewal.

Renewal will be processed when all other steps are complete; however, if your background check is not received in the Board office by September 30, of your renewal year, your license status will revert to Lapsed, and you will not be licensed to practice in Mississippi.

## Renewal Process - Step 10

When you complete the renewal form, you will be taken to the shopping cart. Check the licensee renewal amount. If your license has been issued for more than 6 years the Fingerprint Card Fee will be checked. Click Next to continue to the online payment

Payment Includes:	Amount
<input type="checkbox"/> \$ 50 - Licensee renewal amount through 1	\$0.00
<input type="checkbox"/> \$ 50 - Application for Board Qualified Supervisor Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 50 - Failure to Notify Change of Address Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 40 - File Transfer Fee Number? 1	\$0.00
<input checked="" type="checkbox"/> \$ 50 - Fingerprint Card Fee	\$50.00
<input type="checkbox"/> \$ 200 - Initial License Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 25 - License Verification Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 30 - Name Change Fee (New Wall Certificate) Number? 1	\$0.00
<input type="checkbox"/> \$ 1 - Per Page Copy Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 100 - Reapplication Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 100 - Reapplication Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 30 - Renewal Card Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 30 - Replacement Wall Certificate/Renewal Card Fee Number? 1	\$0.00
<input type="checkbox"/> Other: \$ 1 Desc.	\$0.00
<b>Total</b>	<b>\$0.00</b>

Previous Reset Selection Next

## Renewal Process - Step 11

You will then see the screen that notifies you that you will be taken to the online payment system and that a convenience fee will be added.

**State Board of Examiners for Licensed Professional Counselors**

Today is: Wednesday, April 29, 2015


**Checkout**

**At this time you will be taken to the State of Mississippi's Online Payment System to complete your license request.**

**Please click the button below to make your payment of \$****.**  
**A convenience fee will also be added to the online payment. You will see the amount of this fee before you complete the payment.**

## Renewal Process - Step 12

This is the first screen of the online payment system.

MISSISSIPPI'S OFFICIAL STATE WEBSITE  


1 Payment Type

2 Customer Info

3 Payment Info

4 Submit Payment

### Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
200000001	This payment includes; License Renewal	\$ <input type="text"/>	1	\$ <input type="text"/>
Total				\$ <input type="text"/>

### Payment

#### Payment Type

Payment Type \*

Select One ▼

Next >

## Renewal Process - Step 13

When you complete you payment you will be brought back to the Receipt Screen which you can print for your receipt.

(This is not the actual renewal receipt screen)



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[Home](#) [Site Map](#) [Contact Us](#)

Today is: Wednesday, April 29, 2015

**Receipt**

Thank you for your online renewal. Below is your receipt. Please print this for your records.  
[Print Receipt](#) or click {Ctrl}{P}

**Receipt Number: OL-1245**

Replacement Wall Certificate/Renewal Card Fee	\$0
Subtotal	\$0
Transaction Fee	\$0
Total	\$0

[Return to Your Information](#)

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